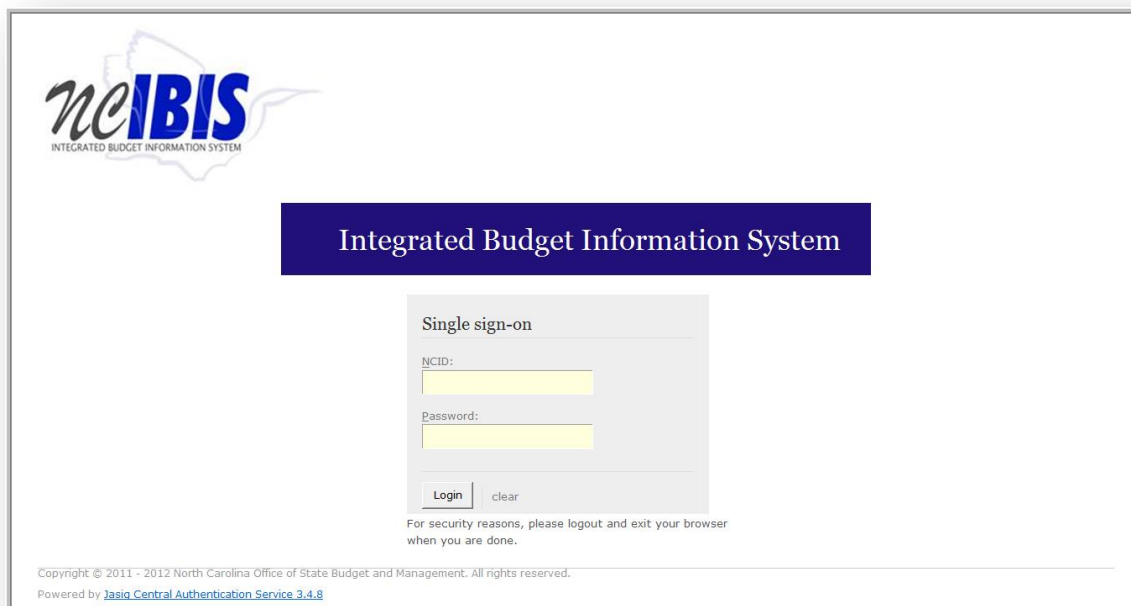


# **INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE**

## **LOG IN/LOG OUT**


## LOG IN/LOG OUT

Go to <http://ibis.nc.gov/ibis-webapp>. You will see the IBIS log-in window.



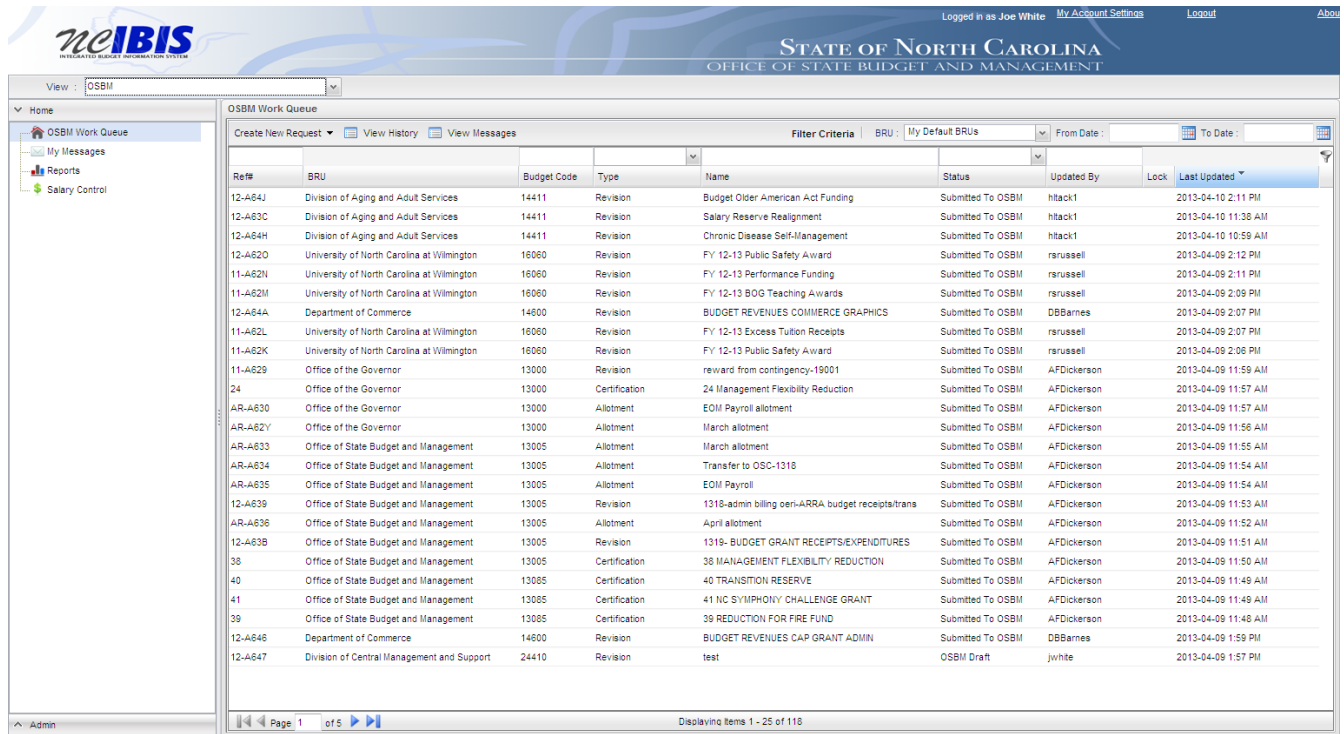
The screenshot shows the IBIS log-in window. At the top left is the ncIBIS logo. In the center, a dark blue banner reads "Integrated Budget Information System". Below this is a "Single sign-on" form with two input fields: "NCID:" and "Password:". The "Login" button is highlighted in blue. Below the form, a security notice states: "For security reasons, please logout and exit your browser when you are done." At the bottom, copyright information for 2011-2012 North Carolina Office of State Budget and Management is provided, along with the text "Powered by Jasp Central Authentication Service 3.4.8".

IBIS uses NCID for user authentication. Enter your NCID ID and password to access the system. Once your NCID and password have been entered, click the Login button highlighted below.



This screenshot shows the same IBIS log-in window as the previous one, but with the "NCID:" field filled with "jwhite" and the "Password:" field filled with masked characters (dots). The "Login" button is now highlighted with a red rectangle. The rest of the page, including the banner, security notice, and footer, remains the same.

If your log-in is successful, you will see the IBIS work queue appear.



The screenshot shows the neIBIS web application interface. At the top, it says "Logged in as Joe White" with links for "My Account Settings", "Logout", and "About". The main header identifies the "STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT". Below this, a "View" dropdown is set to "OSBM". A left sidebar contains navigation links: "Home", "OSBM Work Queue", "My Messages", "Reports", and "Salary Control". The main area is titled "OSBM Work Queue" and includes buttons for "Create New Request", "View History", and "View Messages". It also features "Filter Criteria" and "BRU" dropdowns, along with "From Date" and "To Date" input fields. A table displays a list of budget items with columns: Re#, BRU, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The table contains 25 rows of data, including items from the Division of Aging and Adult Services, University of North Carolina at Wilmington, Office of the Governor, and Department of Commerce. At the bottom, it shows "Page 1 of 5" and "Displaying items 1 - 25 of 118".

Re#	BRU	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
12-A64J	Division of Aging and Adult Services	14411	Revision	Budget Older American Act Funding	Submitted To OSBM	htack1		2013-04-10 2:11 PM
12-A63C	Division of Aging and Adult Services	14411	Revision	Salary Reserve Realignment	Submitted To OSBM	htack1		2013-04-10 11:38 AM
12-A64H	Division of Aging and Adult Services	14411	Revision	Chronic Disease Self-Management	Submitted To OSBM	htack1		2013-04-10 10:59 AM
12-A62O	University of North Carolina at Wilmington	16060	Revision	FY 12-13 Public Safety Award	Submitted To OSBM	rrussell		2013-04-09 2:12 PM
11-A62N	University of North Carolina at Wilmington	16060	Revision	FY 12-13 Performance Funding	Submitted To OSBM	rrussell		2013-04-09 2:11 PM
11-A62M	University of North Carolina at Wilmington	16060	Revision	FY 12-13 BOG Teaching Awards	Submitted To OSBM	rrussell		2013-04-09 2:09 PM
12-A64A	Department of Commerce	14600	Revision	BUDGET REVENUES COMMERCE GRAPHICS	Submitted To OSBM	DBBarnes		2013-04-09 2:07 PM
11-A62L	University of North Carolina at Wilmington	16060	Revision	FY 12-13 Excess Tuition Receipts	Submitted To OSBM	rrussell		2013-04-09 2:07 PM
11-A62K	University of North Carolina at Wilmington	16060	Revision	FY 12-13 Public Safety Award	Submitted To OSBM	rrussell		2013-04-09 2:06 PM
11-A629	Office of the Governor	13000	Revision	reward from contingency-19001	Submitted To OSBM	AFDickerson		2013-04-09 11:59 AM
24	Office of the Governor	13000	Certification	24 Management Flexibility Reduction	Submitted To OSBM	AFDickerson		2013-04-09 11:57 AM
AR-A630	Office of the Governor	13000	Allotment	EOM Payroll allotment	Submitted To OSBM	AFDickerson		2013-04-09 11:57 AM
AR-A62Y	Office of the Governor	13000	Allotment	March allotment	Submitted To OSBM	AFDickerson		2013-04-09 11:56 AM
AR-A633	Office of State Budget and Management	13005	Allotment	March allotment	Submitted To OSBM	AFDickerson		2013-04-09 11:55 AM
AR-A634	Office of State Budget and Management	13005	Allotment	Transfer to OSC-1318	Submitted To OSBM	AFDickerson		2013-04-09 11:54 AM
AR-A635	Office of State Budget and Management	13005	Allotment	EOM Payroll	Submitted To OSBM	AFDickerson		2013-04-09 11:54 AM
12-A639	Office of State Budget and Management	13005	Revision	1318-admin billing oeri-ARRA budget receipts/trans	Submitted To OSBM	AFDickerson		2013-04-09 11:53 AM
AR-A636	Office of State Budget and Management	13005	Allotment	April allotment	Submitted To OSBM	AFDickerson		2013-04-09 11:52 AM
12-A63B	Office of State Budget and Management	13005	Revision	1319- BUDGET GRANT RECEIPTS/EXPENDITURES	Submitted To OSBM	AFDickerson		2013-04-09 11:51 AM
38	Office of State Budget and Management	13005	Certification	38 MANAGEMENT FLEXIBILITY REDUCTION	Submitted To OSBM	AFDickerson		2013-04-09 11:50 AM
40	Office of State Budget and Management	13085	Certification	40 TRANSITION RESERVE	Submitted To OSBM	AFDickerson		2013-04-09 11:49 AM
41	Office of State Budget and Management	13085	Certification	41 NC SYMPHONY CHALLENGE GRANT	Submitted To OSBM	AFDickerson		2013-04-09 11:49 AM
39	Office of State Budget and Management	13085	Certification	39 REDUCTION FOR FIRE FUND	Submitted To OSBM	AFDickerson		2013-04-09 11:48 AM
12-A646	Department of Commerce	14600	Revision	BUDGET REVENUES CAP GRANT ADMIN	Submitted To OSBM	DBBarnes		2013-04-09 1:59 PM
12-A647	Division of Central Management and Support	24410	Revision	test	OSBM Draft	jwhite		2013-04-09 1:57 PM

To log out of IBIS, click on Logout on the upper right of the window.

neIBIS  
INTEGRATED BUDGET INFORMATION SYSTEM

STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT

Logged in as Joe White My Account Settings Logout

View : OSBM

Home  
OSBM Work Queue  
My Messages  
Reports  
Salary Control

OSBM Work Queue

Create New Request View History View Messages


Filter Criteria BRU : My Default BRUs From Date To Date

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Displaying items 1 - 25 of 118

You will see the confirming Logout screen. As advised, close out your browser to complete the logout process.



Integrated Budget Information System

 Logout successful

You have successfully logged out of the Central Authentication Service.  
For security reasons, exit your web browser.

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